

Definition of Terms

Academic Status

This term is used as an indication of a student's academic standing with the university. Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 to remain in good academic standing.

Academic Alert

A freshman is placed on academic alert the first term/semester the CGPA drops below a 2.0. To be removed from academic alert, the student must raise the CGPA to a minimum of 2.0 during the next period of enrollment. A student on academic alert who does not raise the CGPA to at least the minimum 2.0 at the end of the next term/semester of enrollment is placed on academic probation.

Academic Probation

A student who is not classified as a freshman, or a student who is a freshman and has been on academic alert, is placed on academic probation at the end of any enrollment period in which the CGPA drops below a 2.0.

Academic Suspension

A student who, during a probationary fall or spring term/semester, fails to raise the CGPA to the minimum 2.0 standard, or who fails to make at least a 2.25 for the term/semester is automatically suspended from UNT for one or more long term/semesters.

Classification of Students

Students are classified on the basis of term/semester hours passed. Semester hours passed are computed by adding transfer hours accepted, pass/no pass hours passed, graded hours passed and non-traditional credit accepted at UNT.

Undergraduate classifications are: freshmen, those who have completed less than 30 semester hours of college credit; sophomores, 30 to 59 hours completed; juniors, 60 to 89 hours completed; seniors, 90 or more hours completed but who have not received a bachelor's degree. Graduate students are those who have graduated with a baccalaureate degree from an accredited college or university.

Continuing Students

Continuing students are those who have been officially enrolled at UNT at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

Inactive Continuing Students (undergraduate students only)

Inactive students are undergraduates who have not been officially enrolled at UNT for 12 consecutive months and who have not received a degree during the same period. Inactive students are required to complete the following requirements to re-enroll:

1. complete the Texas Common Application for returning students;
2. submit transcripts from all colleges attended, if any, since leaving UNT;
3. if previous UNT enrollment was as a transient, dual credit, summer visiting student or special student, all academic credentials are required prior to re-enrollment; and
4. international students should contact the Office of International Admissions.

Course Numbers

Freshman courses, 1000-1999.

Sophomore courses, 2000-2999.

Junior courses, 3000-3999.

Senior courses, 4000-4999.

Graduate courses, 5000 and above.

Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work; courses 6900 and 6910 are used in any department that offers doctoral work.

Experimental Courses, 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the department chair.

Advanced Courses, numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the department chair. In some instances, college/school/departmental requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT by the total number of semester credit hours (SCH) attempted in residence at UNT.

Not included in the definition of student classification for academic standards are hours granted by this university for extension courses, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed.

Excluded from the calculation of the CGPA are all courses in which the student received grades of I, NP, P, PR, W or Z.

The cumulative grade point average as defined here is used only for determining a student's academic status and is not necessarily related to the grade point average that governs eligibility for graduation.

Degree Plan

The degree plan is an official document prepared in the office of the student's academic dean. It lists all courses completed, courses not completed, proficiency examinations and all other requirements for a particular degree sought. A student should have a degree plan prepared no later than the beginning of the junior year. See also the entries for "Major," "Double Major" and "Minor," all in this section.

Dual/Joint Degree Programs

Dual degree programs are separate degree programs that have been approved to work together to allow students to pursue two degrees simultaneously. This may be done by using courses for the major from each degree toward the minor on the other degree or by other approved means.

Joint degree programs are separate degree programs at different institutions that have been approved to work together to offer one degree. This is made possible by sharing faculty and academic resources.

Former Students (graduate students only)

Former students are those graduate students who have not been enrolled at least once during the 12 consecutive months **prior** to planned enrollment and/or those who have received a degree.

Grade Point Average

The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Registrar's Office.

The GPA is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, D, F and WF unless replaced by a later grade. Courses with grades of I, NP, P, PR, W or Z are not counted as courses attempted.

Major

At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected.

The term "professional field" is used in the College of Business Administration to designate the major for

the Bachelor of Business Administration (BBA) and the Master of Business Administration (MBA) degrees.

Double Major

A student seeking a double major must consult with an adviser from that department. If approved, the requirements for the second major are incorporated in the student's degree plan.

Minor

A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

Prerequisite

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

Schedule Changes (Add/Drop, Withdrawal)

Students may make adjustments to their schedules by adding and/or dropping classes or by withdrawing. Specific procedures must be followed in making these changes. (See Enrollment section of this catalog and the *Schedule of Classes* for details.)

Note: Students dropping *all* of their courses must go to the Registrar's Office or send a written request to the Registrar's Office to withdraw.

Semester Hour

A semester hour is the unit of credit at UNT; the credit allows for 1 lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

Summer Visiting Student

A summer visiting student is an undergraduate student (U.S. citizen or permanent resident alien) who has been enrolled at another college or university and who enrolls at UNT for any summer session/term with the intent of returning to the home institution upon completion of summer studies. Summer visiting students must reapply each summer that enrollment is sought.

Term/Semester

The academic year includes three terms/semesters: fall, spring and summer. During the summer term, a number of sessions are scheduled. Presently the options include 3W1 (three week one, formerly May mini-mester), 5W1 and 5W2 (five week one and two, formerly summer sessions I and II), 8WK (eight week), 10W (ten week) and the full summer term.

Track

A track is a group of courses designed for students seeking specialized training toward specific career objectives or a group of courses designed to meet a specific need within a degree program.

At UNTHSC-FW only, concentrations under the major are referred to as tracks.

Transient Student

A transient student is an undergraduate student who has been enrolled at another college or university and who plans to attend UNT for one long term/semester only and then to return to the college or university where previously enrolled.

Degrees Offered

Bachelor of Applied Arts and Sciences (BAAS)

Bachelor of Arts (BA)

Bachelor of Business Administration (BBA)

Bachelor of Fine Arts (BFA)

Bachelor of Music (BM)

Bachelor of Science (BS)

Bachelor of Science in Biochemistry (BSBC)

Bachelor of Science in Biology (BSBIO)

Bachelor of Science in Chemistry (BSCHM)

Bachelor of Science in Economics (BSECO)

Bachelor of Science in Engineering Physics (BSEP)

Bachelor of Science in Engineering

Technology (BSET)

Bachelor of Science in Mathematics (BSMTH)

Bachelor of Science in Medical

Technology (BSMT)

Bachelor of Science in Physics (BSPHY)

Bachelor of Social Work (BSW)

Executive Master of Business

Administration (EMBA)

Master of Arts (MA)

Master of Business Administration (MBA)

Master of Education (MEd)

Master of Fine Arts (MFA)

Master of Journalism (MJ)

Master of Music (MM)

Master of Music Education (MMEd)

Master of Public Administration (MPA)

Master of Science (MS)

Doctor of Audiology (AuD)

Doctor of Education (EdD)

Doctor of Musical Arts (DMA)

Doctor of Philosophy (PhD)

Note: The degree abbreviations listed above are taken from the Texas Higher Education Coordinating Board *Inventory of Approved Degree Programs for Texas Public Senior Colleges and Universities* and may not match the UNT degree option abbreviations listed in the *Schedule of Classes*.

Colleges and Schools

The University of North Texas is organized into the following colleges and schools.

The College of Arts and Sciences

The College of Business Administration

The College of Education

The College of Engineering

The School of Library and Information Sciences

The School of Merchandising and Hospitality

Management

The College of Music

The College of Public Affairs and Community Service

The School of Visual Arts

The Robert B. Toulouse School of Graduate Studies

These schools and colleges offer the degrees, majors, concentrations under majors, minors, certifications, endorsements and preprofessional programs listed below. See individual areas in this catalog for information about undergraduate offerings. Information about advanced offerings may be found in the *Graduate Catalog*.

On March 14, 2005, the Texas Higher Education Coordinating Board approved the creation of the Honors College at the University of North Texas. See the "Honors College" section of this catalog for information regarding Honors programs.

General Degree Requirements

Writing Proficiency

UNT is committed to the discovery, acquisition, development, preservation and dissemination of knowledge and the enhancement of the intellectual, cultural and proficiency levels of all who enter its programs. Fulfilling this commitment will contribute to both a better society and a more rewarding pattern of individual life. As students endeavor to complete their academic studies, they are expected to exhibit good written English skills in all university course work as a consideration in grading.

Graduation Under a Particular Catalog

A student may meet the graduation requirements noted in the catalog in effect at the time of admission to UNT or the requirements in any later catalog published before the student's graduation.

Any student transferring directly from a Texas public community college to UNT shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college. Transfer students from senior institutions or out-of-state community colleges will use the catalog in effect at their date of enrollment at UNT.

All requirements of the chosen catalog must be met within eight years of that catalog's publication. This catalog will expire at the close of the 2013 summer session.

Changes in either major or non-major requirements made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies become effective for degree plan purposes at the beginning of the academic year immediately following the academic year in which the changes are published in the university catalog. The changes may include additions, deletions and other changes in prerequisite requirements for existing courses. Whenever possible, new requirements are implemented with a beginning class or upon the expiration of the appropriate time limit.

Texas Success Initiative (formerly TASP)

All undergraduate students who enter a Texas public institution of higher education must be assessed to determine the student's readiness to enroll in freshman-level academic course work. The University of North Texas requires students to take the THEA — Texas Higher Education Assessment (formerly TASP) — and will accept scores on the ASSET, COMPASS or ACCUPLACER tests. These tests measure college-level readiness in reading, mathematics and writing.

Students must participate in a developmental program for those sections of the test not passed until they have met the Texas Success Initiative. The Texas Success Initiative may be met by passing the highest level of the developmental course or by passing an approved instrument after not passing the developmental course.

Exemptions:

1. ACT (American College Test): composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections. Scores can be no more than 5 years old.
2. SAT (Scholastic Assessment Test): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections. Scores can be no more than 5 years old.
3. TAKS. (Texas Assessment of Knowledge and Skills): a student who is tested and performs on the eleventh grade exit-level TAKS with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English language arts section with a writing subsection score of at least 3, shall be exempt from assessment required for those corresponding sections. Scores can be no more than 3 years old.
4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers from a private or out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by UNT.

6. A student who has previously attended another Texas public institution of higher education and has been determined to have met readiness standards by that institution.

7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

8. A student who on or after August 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States.

Students must provide the Program for Academic Readiness Office with the applicable score report.

Requirements of This Catalog

General University Requirements

1. A minimum of 124 semester hours.
2. Completion of all requirements in the university core curriculum (47-hour minimum) (see below).
3. A major of at least 24 semester hours. At least 12 hours of advanced work (3000/4000 level) in the major must be earned at UNT (except for the BAAS degree). See "Major" in the Academics section of this catalog.
4. A minor, if required for a particular undergraduate degree, of a minimum of 18 semester hours, including at least 6 hours of advanced work (3000/4000 level). For details, see the individual requirements under specific degree programs in this catalog.
5. A minimum of 42 semester hours of advanced work, 24 of which must be completed at UNT. A lower level course that, when transferred, is determined to be equivalent to a UNT upper-level course does not satisfy the requirement of advanced hours.
6. An official degree plan prepared by the academic dean. It is recommended that the degree plan be made no later than the beginning of the junior year.
7. A minimum grade point average of 2.000 (C) on all work attempted, including all transfer, correspondence, extension and residence work. It should be noted that the GPA that appears on grade reports and is used to determine the student's academic status, does not include correspondence, extension and transfer work. Thus, a 2.000 GPA on the grade report does not necessarily imply eligibility for graduation.
8. A minimum GPA of 2.000 (C) on all work at UNT. Transferred work may not be used to raise the GPA of work done at UNT.

9. Twenty-five percent of the university minimum of 124 semester hours (i.e., 31 hours) must be earned in residence.

10. Proficiency in English composition as certified by the Student Use of English (SUE)/University Writing Center (UWC). To fulfill this university requirement, each candidate for graduation must have shown competence in written expression, either by earning satisfactory grades or by passing the SUE examination. All students who have earned a D in one or more of the two required, general education English courses that have a strong writing component (ENGL 1310, 1311, 1312, 1313, 1315, 1320, 1321, 1322, 1323, 1325, 2700 and 2702) must fulfill the SUE requirement in one of two ways.

The student may fulfill this requirement by (1) taking and passing the Student Use of English examination or by (2) repeating any course in which a D was earned and raising the grade to a C or better.

Students must present a degree plan when they apply to take the SUE examination. The SUE should be completed prior to the expected term/semester of graduation. The examination is given during all terms. A fee is charged for each examination. The SUE/UWC office is located in the Auditorium Building, Room 105.

Students may take the examination twice only during long terms and once only during any one summer session*. Students may repeat the examination with the permission of the SUE/UWC director upon petition and evidence of having completed specific tutorial or equivalent work. Students who are transferring to UNT with more than 90 hours and who have earned a D in any of the basic English writing courses must take the examination during their first term/semester in residence.

University Core Curriculum Requirements

These requirements must be met by every student pursuing a baccalaureate degree at the University of North Texas, regardless of his or her major. A specific course may be used to satisfy only one core requirement. Individual academic programs may require courses contained in parts of the University Core Curriculum to satisfy particular degree requirements. Students may be required to take extra courses if they fail to select these courses.

In accordance with Texas Education Code, Chapter 61, Subchapter S, each Texas public general academic institution and community/technical college was required to design and implement a core curriculum, including specific courses. Institutions were required to implement the core curriculum requirement by Fall 1999.

Requirements

Students should check with their school or college to insure that courses selected for the University Core will also satisfy any overlapping school, college, department or degree requirements.

Note: Texas Common Course Number System (TCCNS) numbers, when applicable, are indicated in parentheses following the UNT course number and title. Some courses may have additional equivalents. See the Courses of Instruction section of this catalog for additional information about the TCCNS.

1. **English Composition and Rhetoric** (6 hours): Addresses the ability to access information and write clearly, coherently and correctly. This requirement may be satisfied by credit in ENGL 1310-1320 (ENGL 1301-1302), 1311-1321*, 1312-1322**, 1313-1323 or 1315-1325. ENGL 2700 (ENGL 2311) may be substituted for ENGL 1320 and ENGL 2702** may be substituted for 1322 upon approval of the school/college. **Note:** A grade of C or better is required on courses applied toward this requirement. Upon successful completion of the Student Use of English (SUE) Examination, courses with a grade of D may apply. See your adviser for assistance.

2. **Mathematics** (3 hours): The ability to apply mathematical techniques to the analysis and solution of problems is common to all academic programs. This requirement may be satisfied by at least 3 semester hours credit in any mathematics course at the level of college algebra or higher that meets the student's degree program requirements. The student may choose from the following courses:

- MATH 1100, College Algebra (MATH 1314)
- MATH 1190, Business Calculus (MATH 1325)
- MATH 1350***, Mathematics for Elementary Education Majors I
- MATH 1351***, Mathematics for Elementary Education Majors II
- MATH 1400, College Math with Calculus
- MATH 1650, Pre-Calculus (MATH 2412)
- MATH 1680, Elementary Probability and Statistics (MATH 1342)
- MATH 1710, Calculus I (MATH 2413)
- MATH 1720, Calculus II (MATH 2314).

3. **Natural Sciences** (8 hours): Enables the student to understand, construct and evaluate relationships in the natural sciences, and to understand the bases for building and testing theories. This requirement may be satisfied by earning 8 semester hours in two laboratory sciences that meet the science requirement of the student's degree program. The student may choose from the following courses:

- ANTH 2700, Introduction to Physical Anthropology/BIOL 2700, Human Evolution and Physical Anthropology
- ARCH 2800, Archaeological Science
- BIOL 1080/1081***, General Biology and Laboratory
- BIOL 1110/1115, Contemporary Biology and Laboratory
- BIOL 1120/1125, Plant Biology and Laboratory
- BIOL 1130/1135, Environmental Science and Laboratory

- BIOL 1710/1730, Principles of Biology I and Laboratory
- BIOL 1711*/1730, Honors Principles of Biology I and Laboratory
- BIOL 1720/1740, Principles of Biology II and Laboratory
- BIOL 1722*/1740, Honors Principles of Biology II and Laboratory
- BIOL 2381/2382, Applied Microbiology and Laboratory
- BIOL 2401, Human Anatomy and Physiology I
- BIOL 2402; Human Anatomy and Physiology II
- CHEM 1351/1352, Context of Chemistry and Laboratory
- CHEM 1410/1430, General Chemistry for Science Majors and Laboratory
- CHEM 1412*/1430, General Chemistry for the University Honors Program and Laboratory
- CHEM 1413/1430, Honors General Chemistry and Laboratory
- CHEM 1420/1440, Chemistry for Science Majors and Laboratory
- CHEM 1422*/1440, General Chemistry for the University Honors Program and Laboratory
- CHEM 1423*/1440; Honors General Chemistry and Laboratory
- GEOG 1710; Earth Science
- GEOL 1610; Introductory Physical Geology
- PHYS 1050/1051, Descriptive Astronomy: The Solar System and Laboratory
- PHYS 1060/1061, Descriptive Astronomy: Stars and the University and Laboratory
- PHYS 1210***, Conceptual Physics
- PHYS 1251/1271, Science and Technology of Musical Sound and Laboratory
- PHYS 1311/1331, Introduction to the World of Physics and Laboratory
- PHYS 1312/1332*, Essential Physics and Laboratory
- PHYS 1410/1430, General Physics I and Laboratory
- PHYS 1420/1440, General Physics II and Laboratory
- PHYS 1510/1530, General Physics with Calculus I Laboratory
- PHYS 1520/1540, General Physics with Calculus II
- PHYS 1710/1730, General Technical Physics: Mechanics and Laboratory
- PHYS 2220/2240, General Technical Physics: Electricity and Magnetism and Laboratory

4. **U.S. History** (6 hours): Texas state law requires that the university may not award a baccalaureate degree or a lesser degree or academic certificate unless the student has credit for 6 semester hours in American History. A student is entitled to submit as much as 3 hours of credit, or its equivalent, in Texas History in partial satisfaction of this requirement. The university may determine that a student has met the requirement by work transferred from another accredited college or upon successful completion of an advanced standing examination. The student may satisfy the entire 6-hour American/Texas history

requirement by advanced standing examination. This requirement may be satisfied by credit in HIST 2610 (HIST 1301) and 2620 (HIST 1302) (United States History) or HIST 2675* and 2685* (Honors United States History). Advanced U.S. History courses may be used to satisfy the 6-hour U.S. History legislative mandates. Texas History (HIST 4700) may substitute for 3 hours of U.S. History.

5. **Political Science** (6 hours): Texas state law requires the university may not award a baccalaureate degree or a lesser degree or academic certificate unless the student has completed 6 hours of credit in American Government to include consideration of the constitution of the United States and Texas. The university may determine that a student has met the requirement in whole or in part on the basis of credit transferred from another accredited college or upon successful completion of an advanced standing examination. The university may grant as much as 3 hours of credit toward satisfaction of this requirement for substantially equivalent work in an approved senior ROTC unit. The student may satisfy the entire 6-hour political science requirement by advanced standing examination. Specific courses required are PSCI 1040 (GOVT 2301) (American Government) and PSCI 1050 (GOVT 2312) or 1060 (American Government); or PSCI 1041* and 1051* (Honors American Government); or PSCI 1085* (The American Political and Economic Experience); 3 advanced hours in American Government may be substituted for PSCI 1050.

6. **Wellness** (3 hours): Develops lifetime wellness skills and habits that enhance both the quality and quantity of life. This requirement may be satisfied by 3 hours credit in any of the following:

- BIOL 1024, Biological Principles of Women's Health
- DANC 1100, Stress Reduction Through Movement
- PHED 1000, Scientific Principles and Practices of Health-Related Fitness
- PSYC 2580, Health Psychology
- SMHM 1450, Principles of Nutrition
- WMST 2620, Biological Principles of Women's Health

7. **Visual and Performing Arts** (3 hours): Promotes awareness of the scope and variety of works in the arts, critical analysis and formation of aesthetic judgments, and appreciation of the arts as fundamental to the health and survival of any society. This requirement may be satisfied by 3 hours credit in any of the following:

- ART 1300, Art Appreciation (ARTS 1301)
- ART 2360, Art History Survey II (ARTS 1304)
- DANC 1200, Appreciation of Dance as a Contemporary Art Form
- MUMH 1600, Music in Human Imagination (MUSI 1307)
- MUMH 2040, Music Appreciation (MUSI 1306)
- MUMH 3000, Nineteenth-Century Music

- MUMH 3010, Twentieth-Century Music
 - THEA 1340, Aesthetics of the Theatre Throughout the World (DRAM 1310)
 - THEA 1375, The Actor and the Text
 - THEA 2340, Theatre Appreciation
8. **Humanities** (3 hours): Addresses knowledge of the human condition and human cultures, especially in relation to behaviors, ideas and values expressed in works of human imagination and thought. This requirement may be satisfied by 3 hours credit in any of the following:
- AGER 2250, Images of Aging in Film and Literature
 - ENGL 2210, World Literature (ENGL 2332)
 - ENGL 2211*, Honors World Literature
 - ENGL 2220, World Literature (ENGL 2220)
 - ENGL 2221*, Honors World Literature
 - ENGL 2322, British Literature to 1780 (ENGL 2322)
 - ENGL 2323, British Literature 1780 to Present (ENGL 2323)
 - ENGL 2327, American Literature to 1870 (ENGL 2327)
 - ENGL 2328, American Literature from 1870 to Present (ENGL 2328)
 - ENGL 2352**, Representative Readings in Literature for International Students
 - ENGL 2362**, Representative Readings in Literature for International Students
 - PHIL 1050, Introduction to Philosophy (PHIL 1101)
 - PHIL 1400, Introduction to Contemporary Moral Issues (PHIL 2306)
 - PHIL 2050, Introduction to Logic (PHIL 2303)
 - PHIL 2310, Introduction to Ancient Philosophy (PHIL 2316)
 - PHIL 2330, Introduction to Modern Philosophy (PHIL 2317)
 - PHIL 2500, Introduction to Contemporary Environmental Issues
9. **Social and Behavioral Sciences** (3 hours): Addresses knowledge of how social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. This requirement may be satisfied by 3 hours credit in any of the following:
- ANTH 1010, General Anthropology (ANTH 2346)
 - ANTH 2250, Introduction to Sociocultural Anthropology (ANTH 2351)
 - BEHV 2300, Behavior Principles I
 - CJUS 2100, Crime and Justice in the United States
 - DFEC 1013, Human Development (TECA 1354)
 - ECON 1100, Principles of Microeconomics (ECON 2302)
 - ECON 1110, Principles of Macroeconomics (ECON 2301)
 - GEOG 1170, Culture, Environment and Society
 - GNET 1030, Technological Systems
 - PSCI 3120, Women and Politics
 - PSCI 3310, Political Theory: Socrates to the Eighteenth Century
 - PSCI 3320, Political Theory: Eighteenth Century to the Present
 - PSYC 1630, General Psychology I
 - PSYC 1650, General Psychology II
 - RHAB 3100, Disability and Society
 - SOCI 1510, Individuals in Society (SOCI 1301)
 - SOCI 1520, Contemporary Social Problems (SOCI 1306)
 - SOCI 2100, Crime and Justice in the United States
10. **Communication** (3 hours): Includes composition, speech, modern languages and communication skills; emphasizes effective communication appropriate to the subject, occasion and audience. This requirement may be satisfied by 3 hours credit in any of the following:
- ARBC 1010, Elementary Arabic
 - ARBC 1020, Elementary Arabic
 - ARBC 2040, Intermediate Arabic
 - ARBC 2050, Intermediate Arabic
 - COMM 1010, Introduction to Communication (SPCH 1311)
 - COMM 1440*, Honors Classical Argument
 - COMM 2020, Interpersonal Communication (SPCH 1318)
 - COMM 2040, Public Speaking (SPCH 1315)
 - COMM 2060, Performance of Literature (SPCH 2341)
 - FREN 1010, Elementary French (FREN 1411)
 - FREN 1020, Elementary French (FREN 1412)
 - FREN 2040, Intermediate French (FREN 2311)
 - FREN 2050, Intermediate French (FREN 2312)
 - GERM 1010, Elementary German (GERM 1411)
 - GERM 1020, Elementary German (GERM 1412)
 - GERM 2040, Intermediate German (GERM 2311)
 - GERM 2050, Intermediate German (GERM 2312)
 - GNET 2060, Professional Presentations
 - HEBR 1010, Elementary Hebrew
 - HEBR 1020, Elementary Hebrew
 - HEBR 2040, Intermediate Hebrew
 - HEBR 2050, Intermediate Hebrew
 - ITAL 1010, Elementary Italian (ITAL 1411)
 - ITAL 1020, Elementary Italian (ITAL 1412)
 - ITAL 2040, Intermediate Italian (ITAL 2311)
 - ITAL 2050, Intermediate Italian (ITAL 2312)
 - JAPN 1010, Elementary Japanese (JAPN 1411)
 - JAPN 1020, Elementary Japanese (JAPN 1412)
 - JAPN 2040, Intermediate Japanese (JAPN 2311)
 - JAPN 2050, Intermediate Japanese (JAPN 2312)
 - MGMT 3330, Communicating in Business
 - MKTG 3010, Professional Selling
 - RHAB 3000, Microcounseling
 - RUSS 1010, Elementary Russian (RUSS 1411)
 - RUSS 1020, Elementary Russian (RUSS 1412)
 - RUSS 2040, Intermediate Russian (RUSS 2311)
 - RUSS 2050, Intermediate Russian (RUSS 2312)
 - SMHM 3450, Presentation Techniques

- SPAN 1010, Elementary Spanish (SPAN 1411)
- SPAN 1020, Elementary Spanish (SPAN 1412)
- SPAN 2040, Intermediate Spanish (SPAN 2311)
- SPAN 2050, Intermediate Spanish (SPAN 2312)
- SPHS 1020, Speech for International Students*

11. Cross-cultural, Diversity and Global Studies (3 hours): Promotes knowledge and appreciation of national and international cultural diversity. This requirement may be satisfied by 3 hours credit in any of the following:

- AGER 4560, Minority Aging
- AGER 4800, The Social Context of Aging: Global Perspectives
- ANTH 2045, Gender Across Cultures: A Multicultural Examination of Gender Roles
- ANTH 2100, World Cultures Through Film
- ANTH 2150, World Cultures
- ANTH 2350, Cultural Diversity in U.S. (American) Culture
- ANTH 4050, Contemporary Ethnic Groups
- ART 2350, Art History Survey I (ARTS 1303)
- ATTD 4490, Serving Learners from Special Populations in Applied Technology Programs
- BUSI 1340, The Free Enterprise System in a Global Environment
- CJUS 2600, Diversity Issues in Criminal Justice
- COMM 4260, Performance and Culture
- DANC 2800, Survey of Dance
- DFEC 2033, Parenting in Diverse Families (TECA 1303)
- EDEE 2000, Exploring Diversity Through Social Action
- EDSP 2500, Human Exceptionality
- ENGL 3450, Short Story
- ENGL 3920, Survey of Ethnic Literatures
- ENGL 4300, Modern Drama
- GEOG 1200, World Regional Geography
- GEOG 3100, Geography of the United States and Canada
- GEOG 3750, Geography of Contemporary Sub-Saharan Africa
- HIST 1050, World History to the Sixteenth Century (HIST 2321)
- HIST 1060, World History from the Sixteenth Century (HIST 2322)
- HIST 1075*, Honors World History to the Sixteenth Century
- HIST 1085*, Honors World History from the Sixteenth Century
- HLTH 1100, School and Community Health Problems and Services
- HLTH 2200, Family Life and Human Sexuality
- JOUR 1210, Mass Communication and Society (COMM 1307)
- JOUR 4250, Race, Gender and the Media: A Methods Approach
- KINE 2000, History and Philosophy of Sport and Physical Activity in the United States

- KINE 2050, Sociology of Sport
 - MKTG 2650, Global Marketing Concepts
 - MUET 3020, Popular Music in American Culture
 - MUET 3030, Music Cultures of the World
 - PADM 2100, Diversity in Urban Governance
 - PHIL 2070, Introduction to Great Religions
 - PHIL 2400, Religion and American Society
 - PSCI 3500, Introduction to Peace Studies
 - PSCI 3810, International Relations
 - PSCI 4520, International Human Rights
 - PSCI 4660, Democracy and Democratization
 - PSCI 4710, Middle East Politics: Critical Issues
 - PSCI 4720, Ethnicity in World Politics
 - PSCI 4850, Critical Issues in World Politics
 - RECR 2550, Leisure: Human Diversity and the Environment
 - SMHM 2750, Consumers in a Global Market
 - SMHM 4750, Managing a Diverse Workforce
 - SOCI 2010, Race, Class, Gender and Ethnicity (SOCI 2319)
 - SOCI 2050, Sociology of Sport
 - SOCI 4160, Developing Societies
 - SOCI 4540, Race and Ethnic Minorities
 - SOWK 4540, Human Diversity for the Helping Professions
 - THEA 2250, World Theatre to 1700 (DRAM 2361)
 - THEA 2260, Non-Western Theatre and Drama
 - THEA 2300, World Theatre After 1700 (DRAM 2362)
 - WMST 2100, Women and Society: An Introduction to Women's Studies
 - WMST 2420, Race, Class, Gender and Ethnicity
- * Course offered for University Honors students only.
 ** Course offered for international students only.
 *** Course offered for elementary education students only.

Transfer of the Core Curriculum

A student who successfully completes a 42- to 48-semester-credit-hour common core curriculum at a state-assisted institution of higher education in Texas may transfer that block of courses to UNT. The student will receive academic credit for each of the courses transferred. The student will need to work with an academic adviser in the appropriate college/school to determine if additional requirements will be necessary to satisfy the 47-hour UNT core. A student transferring to UNT who has not completed the common core curriculum will be required to complete his or her common core curriculum as specified by UNT. See also the UNT Core Curriculum Transfer Articulation web page at (essc.unt.edu/registrar/articulation/) for more information.

College or School Requirements

Students must satisfactorily complete all degree requirements specified by the school or college in which the degree is offered. In many instances, the

college/school/department academic program requirements may exceed the university core requirements.

Individual academic programs may require courses contained in part of the University Core Curriculum to satisfy specific degree requirements. Students may be required to take additional courses if they fail to select these courses.

Field of Study Curriculum

Field of Study Curriculum is a set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area. The Texas Higher Education Coordinating Board has approved the following fields of study: business, communication, computer science, criminal justice, early childhood education, engineering, engineering technology, grades 4-8 teacher certification, music and nursing.

For specific information about how courses will apply, contact the student advising office in the appropriate college or school.

Degree Requirement Modifications Based on a Disability

In accordance with university policies, state and federal regulations [especially Section 504 of the Rehabilitation Act and the Americans with Disabilities Act] the University of North Texas endeavors to make reasonable academic adjustments for qualified students with disabilities who require accommodation in order to fulfill the requirements for a degree. Modification of degree requirements may be considered in instances where:

- the department or professor has provided reasonable accommodations in required courses, and
- the student has demonstrated a good faith effort to pass these courses.

All requests for modification must be initiated in the office of the dean of the college or school in which the student is enrolled and must be filed early in the student's degree program. The dean has sole authority to make decisions for modifying college degree requirements, but no modification that compromises the integrity of the degree will be granted. Modifications of certification requirements cannot be considered by UNT and should be directed to the applicable agency.

Application for Graduation

Applications for graduation are available in the Registrar's Office and in the office of the dean of the school or college in which the candidate is enrolled. (See the Academic Calendar for degree application deadlines.)

Degree applications are accepted only from undergraduate students who have a minimum overall C average and approval of the Committee on Student Use of English. See "General University Requirements" in the Academics section of this catalog for

grade point calculation details. Before applying, the student also must remove grades of I in required courses necessary for graduation if these courses increase the term/semester load beyond the maximum permitted.

Students otherwise eligible for graduation who complete their final course or courses elsewhere will not graduate at the end of the term/semester or summer session/term in which the work is completed because of the time required for obtaining transcripts; such students will have their degrees conferred at the close of a subsequent UNT term/semester.

August graduates may file for graduation before the end of the spring term/semester.

Requirements for a Second Bachelor's Degree

To be eligible for a second bachelor's degree, a student must meet all current catalog requirements for the second degree, including 12 hours of advanced courses in a field different from the major for the first bachelor's degree.

Degree Plan

The degree plan is an official document prepared in the office of the student's academic dean that lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. A student should have a degree plan prepared no later than the beginning of the junior year.

Grading System

UNT's grading system uses the letters A, B, C, D, F, P, NP, I, PR, W and WF. The letter Z is used to indicate that a grade was not properly received and/or recorded for a course.

- A — excellent work, four grade points for each semester hour.
- B — good work, three grade points for each semester hour.
- C — fair work, two grade points for each semester hour.
- D — passing work, one grade point for each semester hour.
- F — failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.
- P — passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, thesis and dissertation courses.

- NP — not passed; a failing grade on the pass/no pass option; non-punitive.
- I — incomplete; a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course; (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course). For detailed information on removal of I, see “Removal of I” in the Academics section of this catalog.
- PR — used to show that work is in process on thesis or dissertation in courses numbered 5950 and 6950.
- W — drop or withdrawal without penalty. Given when a student drops a course or withdraws from the university prior to the end of the sixth week of classes (five week summer session*, eight class sessions; three week session*, four class sessions). See regulations for dropping and withdrawing. After that time the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade of WF is recorded.
- WF — drop or withdrawal with a failing grade. Instructor may drop a student with a grade of WF from courses for nonattendance. May be assigned from the 7th through the 13th week of classes (after the 8th class meeting of a five week summer session* through the 6th class meeting prior to finals; after the 4th class meeting of a three week session* through the 3rd class meeting prior to finals). See regulations for dropping and withdrawing.

Note: No grade points are allowed for grades F, I, NP, P, PR, W, WF or Z.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

Grade Point Average

The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, and eligibility for graduation. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. All GPA calculations are subject to post-audit and correction by the Registrar’s Office.

The number of semester hours attempted includes all courses with grades of A, B, C, D, F and WF unless replaced by a later grade. Courses with grades of I, NP, P, PR, W or Z are not counted as courses attempted.

Academic Standards

Minimum standards have been set that a student must achieve at the end of a given enrollment period in order to remain in good academic standing. The minimum academic requirement for undergraduate students is *cumulative grade point average* (CGPA) of 2.0.

The CGPA upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT by the total number of semester credit hours (SCH) attempted in residence at UNT. Excluded in this calculation are all courses in which the student received grades of NP, P, W, Z or I. The cumulative grade point average as defined here is used only for determining a student’s academic status and is not necessarily related to the grade point average that governs eligibility for graduation.

In calculating grade points, grades count as follows: A = 4 points per semester credit hour, B = 3 points, C = 2 points, D = 1 point, F and WF = 0 points.

Classification for the purpose of establishing the academic standing of the student is determined by the sum of all hours attempted in residence in regularly graded courses at UNT, hours passed in pass/no pass graded courses at UNT, and hours transferred from other institutions. Not included in the definition of student classification for academic standards are hours granted by the university for extension, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed or accepted by the university for academic credit.

A student is placed on academic alert or academic probation at the end of any enrollment period in which the CGPA on work attempted in residence at this university does not equal or exceed 2.0.

Regulations Governing Student on Academic Alert

A freshman is placed on academic alert the first term/semester the CGPA drops below 2.0. To be removed from academic alert, the student must raise the CGPA to a minimum of 2.0 during the next period of enrollment.

A student on academic alert who does not raise the CGPA to at least the minimum 2.0 at the end of the next term/semester of enrollment is placed on academic probation.

Regulations Governing Students on Academic Probation

A student who is not classified as a freshman, or a student who is a freshman and has been on academic alert, is placed on academic probation at the end of any enrollment period in which the CGPA drops below a 2.0.

A student remains on academic probation at the end of any enrollment period in which the student earns at least a 2.25 GPA but does not achieve the minimum 2.0 CGPA.

A student remains on academic probation during any summer enrollment in which the student fails to raise the CGPA to the minimum 2.0 CGPA.

A student who, during a probationary fall or spring term/semester, fails to raise the CGPA to the minimum 2.0 standard, or who fails to make at least a 2.25 GPA for the term/semester is automatically suspended from UNT for one or more long terms/semesters. (See “Regulations Governing Students Under Academic Suspension.”)

The electronic grade report is available online at the end of each term/semester includes a statement of academic status and a CGPA summary on which the status is based. Each student is responsible for knowing whether the minimum CGPA has been achieved and whether they are eligible to re-enroll or remain enrolled in the university. Any student enrolled when ineligible will be withdrawn by the Registrar, and no special consideration will be given to such student on a plea of ignorance of academic status. If the cumulative record is believed incorrect, the student should contact the Registrar’s Office.

Regulations Governing Students Under Academic Suspension

A student who is suspended from the university for failure to meet the standards prescribed in the Regulations Governing Students on Academic Probation from re-enrolling for the following long term(s)/semester(s) as outlined below:

First suspension:	One long term/semester
Second suspension:	Two long terms/semesters
Third suspension:	Indefinite

A student who has been suspended for an indefinite period may request, at the end of two calendar years from the time of the suspension, a review of the case by the appropriate academic dean.

Each student is responsible for knowing the minimum CGPA requirements and the standards for academic standing. Any ineligible student who enrolls during a long term/semester will be withdrawn by the Registrar, regardless of whether the student has registered or pre-registered and paid fees. The student should be aware that course work taken at another institution while the student is suspended from the University of North Texas may not apply to a degree.

A student who has been suspended from the University of North Texas re-enters on academic probation. A student under academic suspension may attend the UNT summer enrollment periods. If, at the end of the summer enrollment period, a student raises the CGPA to the 2.0 minimum standard, the student will be reinstated in good academic standing.

Course Duplications

A student may take a course a second or subsequent time. The responsibility for initiating the official recording of a grade duplication lies entirely with the student. The Registrar’s Office may post duplications at the request of the student’s adviser or to update academic status. In the absence of such a request, the Registrar includes a repeated course in the student’s cumulative record of hours attempted and grade points earned. The Registrar includes without exception any course repeated *more than once* in the student’s cumulative record of hours attempted and grade points earned. Departments may count the highest grade for departmental GPA requirements; however, the academic dean uses only the last grade recorded in certifying the student’s eligibility for graduation.

Status Changes Due to Course Duplications

A student request for the recording of a course duplication made before or on the last class day of any term or session will be reflected in the hours attempted and grade points earned at the beginning of the term/semester or session.

If a student who is on academic alert or academic probation requests the recording of course duplications, and the resulting adjusted CGPA equals or exceeds the minimum 2.0 academic standard, the academic alert or probation status will be removed if the student notifies the Registrar’s Office on or before the last class day for that term/semester or session. Otherwise, the student will remain on academic alert or probation for that enrollment period and be subject to attendant penalties.

If a student is suspended at the end of a term/semester during which the student has repeated a course and the posting of that duplication will result in a CGPA that would have been sufficient to be continued on probation at the end of that term/semester (or to be cleared), the student will be reinstated if the student requests the duplication and applies for reinstatement at the Registrar’s Office. The delayed posting of transfer course duplications completed during prior enrollment periods cannot be used as a basis for altering suspension history.

Academic Standards for Transfer Students

New UNT students who have fewer than 30 hours of transfer credit, excluding non-traditional credit, who are admitted via individual review and have less than a 2.0 grade point average will be placed on academic alert. Other transfer students with 30 or more hours of transfer credit who are admitted via individual review are placed automatically on academic probation if their transfer cumulative grade point average falls below 2.0. See “Transfer Students” in the Admission section of this catalog for a statement of current minimum entrance requirements for transfer students. To avoid academic suspension, transfer

students admitted on academic probation must make a grade point average equal to or exceeding the minimum 2.0.

Transfer students admitted to UNT in good standing are subject to the same minimum academic requirements as continuing students. Thus, if at the end of the first enrollment period a transfer student's grade point average on all work attempted at UNT does not meet the minimum 2.0 CGPA requirement, the student will be placed on academic alert or academic probation for the next period of enrollment and the Regulations Governing Students on Academic Alert or Academic Probation will apply.

Transfer students who have more than 30 credit hours and are admitted to UNT on academic probation are evaluated at the end of their first long term/semester in attendance, at which time they are either cleared from probation or suspended. To avoid academic suspension, the student must have earned a CGPA on all work attempted at UNT equal to or greater than the minimum 2.0.

Additional information concerning academic status is available from the offices of the academic deans or the Registrar's Office.

Transfer Hours from Another Institution

Students who complete work at another institution, to be applied toward a bachelor's degree at the University of North Texas, should make sure that the appropriate officer of the other institution furnishes to the Office of Admissions or the Registrar's Office at the University of North Texas a complete official transcript of such work.

The admissions office or the Registrar's Office determines acceptable transfer credit from other institutions based on evaluation of course content as described in the catalogs of those institutions and in consultation with appropriate academic units at UNT as necessary for clarification. Transfer credit may only be received for course work completed at an accredited institution of higher education. Transfer credit from other institutions will be converted to semester hours and a 4.0 grading system for evaluation purposes as appropriate. The student's academic dean determines applicability of the credit to a degree program. Students seeking a Bachelor of Applied Arts and Sciences (BAAS) degree should refer to the special provisions of the respective degree programs.

Students who have begun residence work at UNT and who have attained junior standing may, only with the *prior written consent* of their academic dean, enroll in and transfer hours from approved two-year colleges.

Grade points earned at other institutions are excluded in the computations of the CGPA, but transfer hours accepted are included in determining the classification and minimum required level of performance.

Additional information concerning academic status is available from the offices of the academic deans or the Registrar's Office.

Because of the time required for receipt of transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere do not graduate at the end of the term/semester or summer session in which the work is completed, but receive their degrees at the close of a subsequent UNT term/semester or summer session.

Transfer of the Core Curriculum

A student who successfully completes a 42- to 48-semester-credit-hour common core curriculum at a state-assisted institution of higher education in Texas may transfer that block of courses to UNT. The student will receive academic credit for each of the courses transferred. The student will need to work with an academic adviser in the appropriate college/school to determine if additional requirements will be necessary to satisfy the 47-hour UNT core. A student transferring to UNT who has not completed the common core curriculum will be required to complete his/her common core curriculum as specified by UNT. See also the UNT Core Curriculum Transfer Articulation web page (essc.unt.edu/registrar/articulation/) for more information.

Advanced-Hour Credit

A lower-level course that is substituted for a UNT upper-level course may not be used to satisfy advanced-hour requirements.

Effects of Withdrawal on Academic Status

Any student who withdraws from UNT prior to the end of the sixth week of classes (summer five week session, eight class sessions) is given grades of W and is not penalized with a reduced CGPA. Any student who withdraws after this period, but at least two weeks before the first day of final exams (summer session, six class meetings prior to finals; three week session, three class meetings prior to finals), is given grades of W or WF depending upon the student's grade average at the time of withdrawal. Grades of WF are included as hours attempted in calculating a student's minimum UNT cumulative grade point average required to remain in good standing. A student who does not officially withdraw from the university is held responsible for grades of F and is placed on probation or suspended from the university if the grades of F bring the CGPA below the minimum required. Official dates and deadlines for withdrawal are listed in the Academic Calendar.

Student Called to Active Duty

Texas Education Code 54.006 (f) indicates, "Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military

service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material."

In order to be eligible for options under this law, a UNT student must produce a copy of his or her orders. Withdrawal may or may not require that the student talk with each instructor depending on timing in the semester; however, the later two options do require that the student talk with his or her instructors and come to a decision as to which solution is best for each class given timing and circumstances. A student called to active duty may consider the following options:

1. withdrawal with a full refund of appropriate tuition/fees;
2. incomplete grades with the one-year I (Incomplete) removal time limit starting with the end of active duty; and/or
3. a final grade if the course is essentially over and the course material has been sufficiently mastered (determined by the instructor).

Grade Reports

A grade report for each student is available online at the close of each term/semester. It includes a statement of current academic status. If the grade report or the academic status is believed to be in error, the student should contact the Registrar's Office within 30 days following the first class day of the succeeding term/semester.

At mid-term/semester in the long session, instructors may provide individual written warnings to students who are doing unsatisfactory class work. These warnings are mailed from the Registrar's Office upon request by the instructor.

Transcripts

Transcript request information can also be found on the Registrar web page (essc.unt.edu).

Before an official transcript can be released, all financial or administrative obligations to the university must be resolved. To check for blocks, please refer to the Registrar's Office web site, essc.unt.edu/registrar. UNT transcripts may be ordered in person at the Registrar's Office or by written request. When sending a written request, include:

- Your full name and any previous name(s), if applicable

- Your student ID number (generally your social security number)
- Your birth date
- Your approximate dates of attendance at UNT
- Complete directions where to mail the transcript
- Your signature (required)
- A daytime phone number, e-mail address and your home mailing address (to contact you if there are any questions)
- Instructions for any "special handling" requirements (e.g., "place transcripts in separate, sealed envelopes," "hold request until current term/semester grades are posted," etc.)

Mail your written request to:

University of North Texas
Registrar's Office
Attn: Transcripts
P.O. Box 311400
Denton, TX 76203-1400

Or fax the written request to:

(940) 565-3878
Attn: Transcripts

If you have any questions concerning transcripts, please contact the Registrar's Office in person or call the Registrar's Office at (940) 565-2111.

Grade Books

University policy requires that grade books be retained by the departmental chair for five years.

Tests

University policy requires that departments retain tests for one year after the term/semester has been completed or return tests to students. If the tests are returned, students are responsible for producing the tests should a grade appeal be necessary.

Grade Appeals

1. Any student who believes a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. Any instructor no longer associated with UNT at the time of the appeal will be represented in these proceedings by the chair of the department in question. A student not in residence the term/semester following the awarding of the grade or a resident student who is unable to resolve the differences with the instructor has 30 days following the first class day of the succeeding term/semester to file a written appeal with the chair of the instructor's department, or the equivalent administrative unit.
2. The chair may follow any of the four procedures below, or a combination of them:
 - a. The chair may confer with the instructor; or

- b. The chair may request that the instructor submit a written reply to the student's complaint; or
- c. The chair may conduct a meeting of the two parties; or
- d. The chair may refer the case directly to the appropriate departmental committee, as outlined below.

In following either procedure a, b or c above, the chair should make a judgment on the merits of the case and recommend a specific action in regard to the disputed grade. Either the student or the instructor may appeal the recommendations of the chair.

3. The appropriate departmental committee to hear cases sent directly to it by the chair or appealed to it by either the student or the instructor shall be constituted as follows and shall perform the following duties.
 - a. It shall be an *ad hoc* committee consisting of two faculty members from the department in which the grade is being questioned, one of those members to be chosen by the student and one to be chosen by the instructor. If either party to the dispute declines to choose a member of the committee, the department chair will select that member. The third faculty member of the committee, who shall serve as chair, will be chosen either from within or without the department by agreement of the student and the instructor. If they cannot agree upon this third member, the member is chosen by the chair of the department, with the proviso that the student and the instructor may agree to stipulate that the third member of the committee be chosen from a related department rather than the department in question.
 - b. This *ad hoc* committee should require written statements from each participant in the dispute. Judgments may be rendered upon the basis of these statements, upon other evidence submitted in support of the statements and upon the basis of an oral hearing, if such a hearing seems necessary.
 - c. The committee must make a recommendation for disposition of the case within 30 days of its appointment.
 - d. All records in the case will be filed with the chair of the department in which the grade was originally awarded.
4. Either party to the dispute has 15 days following the rendering of the *ad hoc* committee recommendation to appeal that recommendation to the dean of the respective college, if the appeal is based solely upon alleged violations of established procedures. Substantive matters, up to and including the refusal of the instructor to act in accordance with the *ad hoc* committee's recommendation or the student's refusal to accept the verdict, may not be appealed to the dean.

5. The dean of the college in question, after a review of the submitted written materials (and oral hearings if desired), shall make within 15 days a ruling about procedural questions. Said ruling may be appealed by either the student or the instructor to an *ad hoc* committee composed of three faculty members appointed by the dean and representing departments other than the one in which the disputed grade was awarded and three students appointed by the Committee on Committees of the Student Government Association.

- a. This *ad hoc* committee will have 30 days from the date of its appointment to complete its work.
- b. This committee shall operate within the guidelines set out for departmental *ad hoc* committees in 3b above.
- c. All rulings made by this committee regarding procedural questions shall be final.
- d. All documents related to the case shall be returned to the chair of the originating department for department files.

Grade Changes

No grade except I may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors.

Requests for error correction must be initiated immediately after the close of the term/semester for which the grade was recorded.

A faculty member who believes an error has been made in calculating or recording a grade may submit *in person* a request for a grade change to the department chair and the appropriate dean. The Registrar accepts requests for grade changes only from the academic deans.

Removal of I

A student may remove a grade of I within one year by completing the stipulated work, obtaining the I removal form from the dean's office, paying a \$5 fee at Student Accounting and University Cashiering Services and returning the form to the instructor. The instructor then records the final grade and obtains the department chair's signature. The instructor's academic dean completes processing with the Registrar's Office, where the grade point average is adjusted accordingly. If a student does not complete the stipulated work within the time specified (not to exceed one year after taking the course), the instructor may change the grade of I to a grade that carries credit or assign a grade of F if appropriate. The GPA is adjusted accordingly.

A student who could not complete final examinations because of illness may remove a grade of I without payment of the fee. The academic dean is authorized to waive the fee upon certification of illness signed by the attending physician.

Pass/No Pass Option Undergraduate Students

Incoming freshman or any undergraduate in good standing with a C average or better on all work attempted in residence at UNT may schedule one course a term/semester on the pass/no pass option. Seniors may elect more than one pass/no pass course during their final term/semester.

A maximum of 18 semester hours of credit under the pass/no pass option may be applied toward the bachelor's degree. Only courses counted as electives on the student's degree plan may be scheduled under the pass/no pass option. These hours are not used in calculating the grade point average, but count as full credit.

A grade of D or better will be shown as a P. If the course is not passed, the record will show NP and the hours attempted will not be used in calculating the grade point average.

The pass/no pass option for a particular course is elected at the time of registration. Requests are processed after the term/semester begins. Students may change to the regular grading system in the office of their academic dean any time before the end of the sixth week of classes, or the corresponding point of a summer session, provided the eligibility requirements above are met.

Courses taken under the regular grading system may not be repeated as pass/no pass courses unless a grade of W was previously received.

A student who changes majors is not automatically denied credit for a pass/no pass course that becomes a degree plan requirement for the new major. The decision is made by the academic dean of the new department. **However, under no circumstances is a grade of P changed to a letter grade.**

Transfer students have the same pass/no pass privileges and restrictions, but they must pass 30 semester hours of regularly graded courses at UNT to be eligible for graduation.

Graduate Students

Graduate students may enroll under the pass/no pass option only for undergraduate courses that are not required as a deficiency makeup or as a graduate degree requirement.

Courses Automatically Graded Pass/No Pass

Certain graduate-level individual instruction courses will be graded pass/no pass when classes are taught on campus in those departments whose faculty have voted for the use of this grading system for individual instruction.

Dean's List

Students completing at least 12 hours of class work in regularly graded courses taken in residence during the long session with a grade point average of 4.0 are eligible for recognition on the president's list. Students with a grade point average of 3.5 or above

are eligible for recognition on the dean's list. Students are notified of this recognition by the president or the appropriate academic dean.

Graduation with Honors

Candidates for graduation whose overall grade point average, based on grades earned in University of North Texas resident credit courses and transferred resident credit courses, is at least 3.500 but less than 3.800 are eligible to graduate *cum laude*; those whose GPA, as defined above, is at least 3.800 but less than 4.000 are eligible to graduate *magna cum laude*; and those whose GPA, as defined above, is 4.000 (all A's) are eligible to graduate *summa cum laude*.

Hours earned through correspondence and extension courses, or pass/no pass courses, may not be counted in calculating the GPA for determination of eligibility for graduation with honors. Candidates for a second bachelor's degree are not eligible for graduation with honors.

Public Information Policies – Texas Privacy and Family Educational Rights and Privacy Act

State law, with few exceptions, gives you the right to be informed about the information UNT collects about you. It also gives you the right to receive and review this information and the opportunity to have UNT change any incorrect information. UNT's Family Educational Rights and Privacy Act and privacy policies are available at www.unt.edu/untpolicy.

Pursuant to Chapter 552, Texas Government Code, known as the Public Information Act, and the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, also known as the Buckley Amendment, the university has established policies relating to the accessibility of student information in the custody of the University of North Texas. The UNT FERPA policy statement appears in its entirety in the UNT Policy Manual, policy number 18.1.9. Information not covered by the FERPA will be released only in accordance with the policy on public information found in policy number 10.6 of the UNT Policy Manual. Requests for such information must be made in writing.

The FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a written request for access.

Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department or other appropriate official. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of personal education records the student believes are inaccurate or misleading.

A student may ask the university to amend a record that he or she believes is inaccurate or misleading. The student should write the Office of the Vice Chancellor and General Counsel, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. Students may request a hearing to review a denial of a request to amend educational records. Additional information regarding the hearing procedures will be provided to the student when notified of the decision.

3. Generally, the FERPA requires written consent before personally identifiable information contained in a student's education records may be disclosed. However, the FERPA authorizes disclosure of this information without the student's consent under certain circumstances. One such exception is directory information.

Directory information consists of a student's full name, address, university provided e-mail address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards received, the last educational agency or institution attended previous to UNT, and photograph.

Directory information regarding the student will be provided to the public upon request unless he or she files a request in the Registrar's Office asking to be excluded from the directory or from any other requests for open directory information from outside entities. The request should be submitted prior to the 12th class day in the fall and spring terms, the 2nd class day of a three week session, or the 4th class day of a five week summer session. A request to withhold information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. The file of a student who has asked to be excluded from the directory information will remain flagged until the student requests that the flag be removed.

Individuals may file a complaint with the U.S. Department of Education if they believe the University of North Texas has failed to comply with the requirements of FERPA. The complaint should be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The University of North Texas will disclose information from a student's education records without the written consent of the student to the following individuals or under the following conditions:

1. School officials who have a legitimate educational interest in the records. A school official is a person employed by the university in an administrative,

supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Officials of another school, upon request, in which a student seeks or intends to enroll. The university will automatically forward a student's records to these institutions of higher education upon the institution's request.

3. Certain officials of the U.S. Department of Education, the U.S. Attorney General, the Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by state law requiring disclosure that was adopted before November 19, 1974 or disclosure concerns the juvenile justice system's ability to effectively serve the student.

6. Organizations conducting certain studies for or on behalf of the university.

7. Accrediting organizations to carry out their functions.

8. Parents of an eligible student who claim the student as a dependent for income tax purposes.

9. Comply with a judicial order or a lawfully issued subpoena.

10. Appropriate parties in a health or safety emergency.

11. Information designated as directory information by the university unless the student has requested such directory information be withheld.

12. The parent of a student who is not an eligible student or to that student.

13. An alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless whether the university concluded a violation was committed.

14. The general public if the institution determines as a result of a disciplinary hearing that the student committed a crime of violence or non-forcible sex

offense in violation of university rules or policy or state or federal law, as authorized by state law.

15. A parent of a student under the age of 21 regarding a university determination that the student violated federal, state or local law or university policy governing the use or possession of alcohol or a controlled substance.

For information regarding the university's policy on access to records and to request accessibility to university records, contact the Office of the Vice Chancellor and General Counsel.

UNT Cooperative Education and Internships

The university offers off-campus learning opportunities through the Cooperative Education and Internships Program. Cooperative education experiences are processes of education that formally integrate students' academic studies with practical experience in paid positions that involve multiple work terms/semesters with participating employers. Through this integration of study and practical experience, students may enhance their academic knowledge, their personal development and their professional preparation. The teaching faculty and on-site supervisors share in the education of cooperative education students.

Alternating term/semester (full-time) and parallel (part-time) positions are available through the program for undergraduate students who have a 2.5 or higher grade point average and have completed at least 12 hours at UNT. Graduate students must be admitted to a graduate degree program, have a 3.0 or higher GPA and must have completed at least 9 semester hours.

The Cooperative Education and Internships Program also facilitates internships. Internships involve only one term/semester of work related to a major. Requirements for internships vary by academic department, and information regarding them is available through Cooperative Education and Internships.

No more than 12 credit hours for bachelor's degree candidates and 6 credit hours for master's degree candidates may be earned through internships or cooperative education courses. Internship or cooperative education credit hours may be applied as part of the major or professional field, approved supporting courses, as free electives, or as academic credit in addition to degree requirements, as determined by the appropriate academic dean.

The Cooperative Education and Internships Program is accredited by the Accreditation Council for Cooperative Education [Accreditation Council for Cooperative Education, Stevens Institute of Technology, Castle Point, Hoboken, NJ, 07030; (201) 216-8228]. For further information, contact Cooperative Education and Internships, Chilton Hall, Room 204.

Center for Continuing Education and Conference Management

The Center for Continuing Education and Conference Management provides the administrative structure for continuing education academic programs to meet professional education and career development requirements of adult groups.

Continuing education programs (conferences, seminars, workshops, etc.) for all of the schools and colleges of the university can be coordinated by the center. This assistance includes financial planning in accordance with official university procedures; arrangements for housing, food service, meeting space, transportation and audiovisual equipment; and assistance with preregistration and on-site registration.

Continuing education credit is awarded by the center, and these records, which are kept on permanent file, are reported to the Southern Association of Colleges and Schools as an important part of the accreditation process.

Numerous minicourses on general interest topics and programs, including professional certification courses and test preparation programs (LSAT, GRE and GMAT), also are major emphases.

The center is responsible for arranging and scheduling the use of university facilities for off-campus groups and for university departments for purposes other than credit classes.

The Center for Continuing Education and Conference Management is located in the Gateway Center, Suite 149. For additional information, call (940) 565-2656, visit the web site at www.unt.edu/cccem or write to the director, P.O. Box 310560, Denton, TX 76203-0560.